

Subject Access Request Form

Application for access to your personal data held by Ocean Youth Trust South

Your Subject Access Rights

Subject to certain exceptions, you have a right to have access to and / or correct any personal information that OYT South holds about you (your 'personal data').

If you wish to make a Subject Access Request, please complete this form carefully and follow the instructions regarding the provision of proof of identity and details of how to return the form to OYT South.

The purpose of this form is to ensure that all necessary information to complete your Subject Access Request is provided to OYT South. You are not obliged to use this form to make a request but doing so will make it easier for us to process your request quickly. If you do not, please ensure that all necessary information on this form is provided to OYT South.

You will not usually need to pay a fee to access your personal data. However, if your request is unfounded or excessive, we may charge a reasonable fee for complying with your request, or we may refuse to comply.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request

The term "data subject" refers to the person about whom the information is being requested

Section 1 – Details of the data subject

Voyage number (if known/applicable):	
Title (please tick one)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Other <input type="checkbox"/> (please state)
First Name	
Family Name	

Date of Birth (dd/mm/yyyy)	
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Current address	
Telephone number	
Email address	

Section 2 - Are you the data subject?

<input type="checkbox"/> Yes If you are the data subject, please go to Section 4	<input type="checkbox"/> No If you are acting on behalf of the data subject, please go to Section 3
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Section 3a - Details of the person requesting the information (if different to Section 1)

Title (please tick one)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Other <input type="checkbox"/> (please state).....
First Name	
Family Name	
Company (if applicable)	
Address	
Telephone number	
Email address	

Section 3b – Relationship with data subject.

Please describe your relationship with the data subject that leads you to make this request on their behalf:

Section 3c – Authority to release information

<p>A representative needs to obtain authority from the data subject before personal data can be released. The representative should obtain the data subject's signature below, or provide a separate note of authority. This must be an original signature, <u>not a copy</u> (tip: using blue ink often helps verification).</p> <p>If the data subject lacks capacity to give authority in this way, the representative should provide evidence of the authority that it has, such as proof of legal guardianship for children under 12 or a power of attorney. I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the General Data Protection Regulation (Regulation (EU) 2016/679)</p>	
Signature of Data Subject:	Date:

Section 4 – Proof of Identity.

<p>In order to prove the data subject's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying. Please do not send originals.</p> <p>In addition, if you are acting on the data subject's behalf, we also need to see evidence of your identity. Please send us two pieces of identification, one from list A and one from list B below.</p>	
List A (one from below) Passport Birth certificate Photo driving licence	List B (plus one from below) Utility bill Bank statement Credit card statement All showing your home address and no more than 3 months old

Section 5 –What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require (e.g. where / when / how the information was collected) Please provide as much detail as you can to help us locate it quickly (continuing on a separate sheet if necessary):

Are there any specific dates you require this information to relate to?

Please state:

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

Section 6 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that OYT South may need to obtain further information from me/my representative in order to comply with this request.

Signature of Data Subject/Representative:.....Date:.....

Please return the completed form by post with supporting documents to:

The Data Protection Compliance Manager
OYT South
Unit 8
North Meadow
Weevil Lane
Gosport
PO12 1BP

Queries can be emailed to: office@oytsouth.org

8.02.2021

Correcting Information

If, after you have received the information you have requested, you believe that:

- the information is inaccurate or out of date; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware;
- we may have passed inaccurate information about you to someone else;

then you should notify our Data Protection Compliance Manager at once

Voluntary Information

It would be helpful for us to know the reasons for your request, as this information will help us to improve our service (this is voluntary so you don't have to provide any reason and it will have no bearing on the processing of your subject access request):

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